

National Institute of Standards and Technology

SURFing Application Checklist

Application Deadline: February 15

Complete this checklist before sending the SURF Application. (Please refer to the Federal Register announcement for details. This checklist should be submitted along with the application.)

TO BE PROVIDED BY INSTITUTION:

- ☐ SF 424 (Rev. 10/05) - Application for Federal Assistance
- ☐ SF 424A (Rev. 7/97) - Budget Information
- ☐ SF 424B (Rev. 7/97) - Assurances
- ☐ CD 511 (Rev. 1/05) - Certification Regarding Debarment....
- ☐ SF LLL (Rev. 7/97) - Disclosure of Lobbying Activities, as applicable
- ☐ (1) Description of the Institution's educational and research programs and
(2) a summary list of the student(s) being nominated
- ☐ Information below for *each* student. (Note: The information below to be provided by *each* student should NOT be sent separately).

TO BE PROVIDED BY EACH STUDENT (include in Institution package):

- ☐ Student Application Form (including info about citizenship/legal resident
- ☐ Resume
- ☐ Two letters of recommendation
- ☐ Transcripts (unofficial copies acceptable)
- ☐ Personal statement of commitment to participate and description of prioritized research interests
- ☐ Verification of U.S. citizenship or permanent legal residence (*e.g. copy of birth certificate, passport, or green card*)

Mail Applications to:

Anita Sweigert

NIST - 100 Bureau Drive, Stop 8400

(Bldg 221/ Rm B160 – *important for FedEx, UPS, type delivery*)

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